



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** November 26, 2019

**Closing Date:** Until Filled

**Job Listing Identification Number:** 13910205

**State Class. No. and PayGroup:** 3559/B22

**State Job Title:** Hearings Reporter

**FLSA Status:** ☒ Exempt ☐ Non-Exempt

**Agency Job Title:** Hearings Reporter

**Location:** Belton, Texas

**Monthly Salary Range:** \$4,301.17 - \$5,166.66

**Type of Job:** ☒ Full Time ☐ Part Time

**Remarks:** Salary commensurate with experience. Serve Centex Child Protection Court #1 and Centex Child Protection Court #2.

**Travel Required:** ☐ Yes ☒ No

#### Job Description:

Job Description: Performs complex stenographic or court reporter work, routine program administration work and relatively complex administrative/technical assistance work for associate or visiting judge(s) who handle Child Protective Services cases in the Belton Child Protection Courts. Work involves recording and transcribing verbatim testimony and statements at hearings; preparing reports to determine the effectiveness of the court; assisting in evaluating program activities; assisting in scheduling, tracking and managing cases and assisting in courtroom proceedings to ensure that CPS cases are completed within time frames established by law and assisting in developing schedules and standards for achieving program goals. Work is performed under the general supervision of the associate/visiting judge(s) and/or the presiding judge of the administrative judicial region with moderate latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Record and transcribe verbatim testimony and statements taken at court proceedings and preparing certified record of the same.
- Assist in scheduling, tracking and managing cases, and assist in courtroom proceedings to ensure that Child Protective Services cases are completed within time frames established by law.
- Assist in the development of local administrative policies, procedures, and program guidelines and in analyzing and seeking solutions to problems.
- May develop special administrative analyses and summaries of reports for review by associate judge or presiding judge of the administrative judicial region.
- May assist in preparing routine and special correspondence, hearing notices, reports, forms and documents.
- Performs related work as assigned and complies with all OCA policies.

**Minimum Qualifications:**

- High School Diploma or GED Equivalent.
- Certified as a shorthand reporter by the Judicial Branch Certification Commission.
- Experience in hearings reporter work and proficiency with reporting writing machines and software.
- Knowledge of legal and technical terminology, business English and spelling, hearing procedures, the use of legal records.
- Knowledge of child protection cases.
- Skill in the use of computer equipment and word processing software.
- Ability to master automated case management systems.
- Ability to take and transcribe dictation; to report verbatim testimony; and to make transcription of stenographic notes.
- Ability to acquire working knowledge of the statutes and rules under which the court operates and ability to give information concerning cases.
- Experience in office practices and administrative procedures in the legal/judicial field preferred.

**Employment Conditions:**

- Sit for long periods of time.
- Operate office equipment and computer systems.
- Adhere to the Code of Judicial Conduct pertaining to the activities of court personnel.
- Requires some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct court business.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

27A, 27B, 250X, LGL10, 04, 4402, 51JX, 27, 44, 51.

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf).

**To Apply:**

Submit a complete application through Work in Texas at [www.workintexas.com](http://www.workintexas.com).

Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications but will not be accepted in lieu of completed applications. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Not all applicants will be interviewed. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process

should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.